

**BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA**

Date and Time: **Wednesday, August 18, 2021 5:45 P.M.**
Location: City Hall, **Council Chambers**, 101 South Blvd., Baraboo
Others Noticed: S. Fay, A. Adams, B. Stelling, T. Wickus, K. Thurow, Tiffany Sloan, Samantha Ramsey Brunker, Mike Yount, Brenden McDaniel
Others Noticed Casey Bradley
Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of July 21, 2021.
5. Adoption of Agenda.

REPORTS OF OFFICERS and COMMITTEES

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee
6. Finance Committee
7. Parking Committee
8. Promotions Committee

OLD BUSINESS - None

NEW BUSINESS

- Approval of Financials
- Approval of Vouchers
- Discussion of date for group & individual photos
- Discussion of soft launch of BID Facebook page- what should be included
- Discussion of new garbage bins
- Discussion of parking issue with long term parking
- Upcoming September Budget meeting

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – September 15, 2021 at 5:45 PM

ADJOURNMENT

Sarah Fay, Chairperson

Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend. Agenda prepared by S. Fay Agenda posted by D. Griggel on 08/16/2021

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission or board identified in the caption of this notice.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Baraboo BID Meeting Minutes
7/21/2021

Present:

Members: S. Fay, A. Adams, K. Thurow, B. McDaniel, S. Ramsey Brunker, B. Stelling,
T. Wickus

Additional: None

Absent:

Members: T. Sloan, M. Yount

President Fay called the meeting to order at 5:47 PM

Roll Call

Approval of June 2021 minutes: Thurow/McDaniel, Carried

Adoption of Agenda: Stelling/McDaniel, Carried

President: None

Secretary: None

Treasurer: None

Appearances: Flower baskets are working out well; Willy Deppe has not submitted watering bills yet; Would like to meet in committee about working with county for picnic tables for courthouse lawn, possible donations from "Bigboy"

Business Development: Need to meet again

Finance: None

Parking: None

Promotions: None

Old Business:

- BID Board person of interest
 - Not present

New Business:

- Approval of Financials
 - Motion to approve: Stelling/McDaniel
 - Carried
- Committee members review
 - Attendance requirements for members
 - Missing meetings causes
 - Need to remove Scott Sloan from old chart
 - Need to add Thurow to chart
 - Add Adams as Secretary and Treasurer
 - Change phone number to 608-665-9187
 - Change email to andrew@letendregroup.com

- Nominate/Vote on New Treasurer
 - Nomination: Andrew Adams
 - Motion: Stelling/Ramsey Bruner
 - Carried
- Approval of Vouchers
 - Williams Lawncare
 - \$750.00
 - Total: \$750.00
 - Motion to approve: Stelling/McDaniel
 - Carried

Next Meeting:

- Results of garbage bin overflow issues
- Discussion of new garbage bins
- Parking issue with city for long parking times
- Thurow not attending next meeting
- Group photo discussion

Motion to adjourn at 6:24 PM by Stelling/McDaniel, carried.

Respectfully Submitted,
 Andrew Adams
 Secretary

Willie Deppe

INVOICE

INVOICE #: 156

DATE: 8/4/2021

**MAILING
INFO**

Willie Deppe

430 13th Street

Baraboo, WI 53913

Phone: (608) 477-2682

**BILL
TO**

Name

Downtown Baraboo

Customer ID

Street Address

City, ST, ZIP

Phone

DESCRIPTION

AMOUNT

Flower Watering

May Watering Days 18

June Watering Days 30

July Watering Days 31

Total Watering Days 79

\$3,160.00

5hrs @ \$40 to pick up and hang flower baskets

\$200.00

Fertilizer

\$150.00

SUBTOTAL

\$3,510

TAX RATE

TAX

S&H

DISCOUNT

TOTAL

\$3,510

Thank You For Your Business!

Make all checks payable to:
Willie Deppe

City of Baraboo
BID Fund 390
Balance Sheets
July 31, 2021 and December 31, 2020

Assets:	July 31, 2021	December 31, 2020
Current Assets:		
Cash	\$ 88,464.93	\$ 77,031.04
BID Assessment Receivable	9,616.63	-
Accounts Receivable	-	-
Due from Tax Roll	5,083.45	5,083.45
Total Current Assets	<u>103,165.01</u>	<u>82,114.49</u>
Total Assets	<u><u>\$ 103,165.01</u></u>	<u><u>\$ 82,114.49</u></u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 6,984.51
Due to General Fund	-	290.36
Total Liabilities	<u>-</u>	<u>7,274.87</u>
Fund Equity:		
Fund Balance	74,839.62	73,396.71
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	28,325.39	1,442.91
Total Fund Equity	<u>103,165.01</u>	<u>74,839.62</u>
Total Liabilities and Fund Equity	<u><u>\$ 103,165.01</u></u>	<u><u>\$ 82,114.49</u></u>

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Seven Months Ending July 31, 2021

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 46,899.99	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	448.00	2,986.00	1,000.00	298.60
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	12,000.00	-
Total Revenues	\$ 448.00	\$ 49,885.99	\$ 59,900.00	83.28
Expenditures:				
BID - Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total BID - Economic Development	\$ -	\$ -	\$ -	-
BID - Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total BID - Transfer to Debt Service	\$ -	\$ -	\$ -	-
BID - Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total BID - Transfer to Capital Projects	\$ -	\$ -	\$ -	-
BID - Community Development - BID				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	1,600.00	2,000.00	80.00
Accounting Services	-	-	1,700.00	-
Parking Lot Development	750.00	750.00	1,500.00	50.00
Appearances/Banners	-	2,428.20	19,000.00	12.78
Promotions	-	16,782.40	31,600.00	53.11
Business Development	-	-	3,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total BID - Community Development - BID	\$ 750.00	\$ 21,560.60	\$ 59,900.00	35.99
Total Expenditures	\$ 750.00	\$ 21,560.60	\$ 59,900.00	35.99
Net Revenues/(Expenditures)	\$ (302.00)	\$ 28,325.39	\$ -	